



SAN GABRIEL AND LOWER LOS ANGELES
RIVERS AND MOUNTAINS CONSERVANCY

JOB OPPORTUNITY

CLASSIFICATION:

Executive Secretary I
Full-Time Permanent
\$2,585 - \$3,142

LOCATION:

San Gabriel and Lower Los Angeles Rivers and
Mountains Conservancy
Los Angeles County

FILING DEADLINE:

July 16, 2000, or until filled

JOB DESCRIPTION: Under the general direction of the Executive Officer, the incumbent is responsible for handling a diverse workload dealing with sensitive, complex, and confidential matters involving the administration of the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy; make briefs of reports and correspondence and compose letters or reports independently or from instructions, relieving the Executive Officer of many office details and routine matters. Specific duties include:

- 30% Reviews incoming correspondence, referring to appropriate staff for reply. Responsible for maintaining a control file and computer log for correspondence and assignments to ensure deadlines and due dates are met.
- 20% Reviews and screens all outgoing correspondence for consistency with administrative policy as well as format, grammatical construction, and clerical error.
- 20% Maintains close liaison with other executive offices and staff in scheduling meetings and coordinating calendars. Screens visitors and telephone calls and refers to appropriate staff member or personally provides information on established programs and policies.
- 10% Independently, or in accordance with general instruction, composes correspondence on a wide range of subjects requiring thorough knowledge of the procedures and policies of the Conservancy.
- 10% Attends meetings, takes notes and summarizes notes into minutes for distribution, operates personal computer, maintains confidential and administrative files.
- 10% Maintains daily itinerary of activities and meetings and assembles any necessary backup materials. Makes travel arrangements and processes travel claims. Other duties as required.

DESIRABLE QUALIFICATIONS: The incumbent must possess a high degree of independent initiative, a positive attitude, and excellent interpersonal skills, diplomacy, and tact; excellent organization and communication (verbal and written) skills; excellent computer skills with ability to learn and work in D-Base and GIS programs; the ability to maintain confidentiality and relieve the Directorate of routine office duties.

SEND APPLICATIONS TO:

Mary Angle
Resources Agency
1416 Ninth Street, Suite 1311
Sacramento, California 95814
(916) 653-5656

WHO SHOULD APPLY:

Persons currently in the classification; eligible for appointment from a certification list; or eligible for lateral transfer.

THE CONSERVANCY OFFERS EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF SEX, MARITAL STATUS, RACE, COLOR, CREED, RELIGIOUS OR POLITICAL AFFILIATION, NATIONAL ORIGIN, ANCESTRY, AGE, SEXUAL ORIENTATION, OR DISABILITY.
